




## MEMORANDUM

To: Mayor and Council

From: Ray Baray, Chief of Staff 

Date: May 16, 2017

Subject: Clarification Memo for Item No. 15 – Resolution adopting procedures for City Council meetings, public hearings, and appeals

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The May 18, 2017 City Council agenda includes Item No. 15 for the Mayor and Council's consideration to approve a resolution adopting procedures for City Council meetings, public hearings, and appeals ("Procedures").

At the May 16, 2017 Council Work Session, several Council Members requested changes to the proposed Procedures that were posted in back up as Exhibit A to the resolution. Accordingly, changes have been made to the Procedures, and a Revised Exhibit A has been posted as back up for the item. The changes to the Procedures are described below, and a document showing those changes in redline is attached to this memo.

- Procedures § 1-1-4 (*Thursday Council Meeting*), Subsection (F) has been changed to clarify that Council may take a vote to continue a meeting past 10 p.m. However, if council is considering a matter at 10:00 p.m., the council may proceed with consideration of the matter without first voting to continue the meeting.
- The language in Procedures § 1-1-8 (*General Citizen Communication*), Subsection (D) has been changed to match the language in the current City Code provision, which allows a person to speak no more than once out of every three regularly scheduled Council meetings.
- The language from City Code § 2-5-31 (*Recusal*) has been added to a new section in the Procedures, § 1-1-10 (*Recusal*).
- Procedures § 2-1-4 (*Record of Public Hearing*) has been amended to state that the record of a public hearing includes the transcript of the hearing.
- Procedures § 2-2-1 (*Conduct of Public Hearing on an Appeal*) has been amended to reverse the order of the second half of the sentence in Subsection (A), placing

decisions regarding appellant standing before decisions regarding postponement or continuance of the hearing.

Another issue raised by Council Members at work session relates to how far in advance of a Council meeting the agenda and back up are posted. This issue is not addressed in the Procedures. Instead, the timing of the agenda and back up posting will be set through internal City Manager's Office administrative procedures, as described in Slides 5 and 6 of the PowerPoint Presentation (Summary of Changes) in back up for Item 15.

Cc: Elaine Hart, Interim City Manager  
Jannette Goodall, City Clerk  
Anne Morgan, City Attorney  
Catie Powers, Council Agenda  
Process Manager